



Office of the Secretary of State

Step-by-Step: Approving Provisional Ballots

- 1) From the MT Votes main screen click on the link to Provisional Ballots.
- 2) The Provisional Ballot search screen displays. While most fields will remain blank, you must update these fields:
 - a. Select the election from the **Election** dropdown list (green arrow).
 - b. Change **Voter County Search Scope** and **Residence County Search Scope** (circled in blue) to State.
 - c. Choose your county from the **Previous County** drop-down list (circled in red).

The screenshot shows the 'Provisional Ballots Search' form. A green arrow points to the 'Election' dropdown menu, which is set to '05/25/2017 00 Federal Sr'. The 'Voting County Search Scope' and 'Residence County Search Scope' are both set to 'State' and are circled in blue. The 'Previous County' dropdown menu is set to 'Beaverhead' and is circled in red. The form also includes fields for 'Last Name', 'First Name', 'Middle Name', 'Date of Birth', 'Ballot Disposition' (set to 'ALL'), 'Ballot Disposition Reason', and 'Provisional Ballot Reason'. At the bottom, there is a 'Search Results' table with columns for Name, Present Address, Date of Birth, Election, Prov. Ballot Reason, and Ballot.

- 3) Click **Search** to see a list of provisional ballots for your county.
- 4) Select a record and click the **Details** button.
- 5) The Provisional Ballot Detail screen will display. Determine if the voter did or did not vote in your county.
- 6) Check the appropriate box: **Approved** or **Not Approved**.
- 7) Save the record.

NOTE: Once you have marked the record **Approved** or **Not Approved** the other county will need to go into the record and enter a Provisional Ballot Disposition and Reason.

- 8) Repeat for all the records listed in your search results from [step 3](#) above.
- 9) Check the Provisional Ballots module regularly as new ballots can be entered into MT Votes from other counties.

As a courtesy to other counties, you can contact them to let them know that you have **Approved** or **Not Approved** or entered new provisional ballots that they need to review.

See also: [Provisional Ballot Issuance Reasons](#)